

MAY 4 1955

Assistant Director for Personnel

Director of Security

Summer Employment

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1. Investigations are now underway on the applicants submitted by your office in connection with the employment of sons and daughters of Agency employees for summer work.

2. Upon completion of the required investigative work, special secret clearances will be issued for summer time employment of these persons. When they enter on duty, they will be given a special security briefing by the Office of Security and will be issued limited badges which will restrict their movements to the general area of their employment. Summer time employees will have access only to classified information up to and including Secret.

3. In view of the restrictions being placed upon these persons, it is requested that your office take the necessary steps to notify the employing branches or divisions concerned that it is their responsibility to establish adequate supervision and control over these employees in order to insure the enforcement of these restrictions.

4. In view of the fact that this group of employees is very young, there is some degree of security concern. In order to overcome this to a large extent and in order to prevent these employees from becoming involved in matters which could be a source of embarrassment to the Agency, it is requested that offices to whom they are assigned be required to nominate an individual who will assume responsibility for them during their period of summer employment. It is felt that such an individual could do much to be of assistance to both the employee concerned and the Agency.

SIGNED

Sheffield Edwards

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OS/EPG:erp (4 May '55)